# 2003 ANNUAL CAPITAL EXPENDITURES SURVEY INSTRUCTIONS, DEFINITIONS, AND CODES LIST

#### INTRODUCTION

This manual provides instructions, definitions, and codes to assist you in completing your Annual Capital Expenditures Survey (ACES) report form. **Section I** provides general instructions, definitions, and item specific instructions for reporting in the ACE survey. **Section II** contains the INDUSTRY CATEGORY CODES LIST for the appropriate industry codes used in this survey. **Section III** contains the ACES STRUCTURE CODES LIST and the ACES EQUIPMENT CODES LIST.

#### **BURDEN HOUR ESTIMATE**

Public reporting burden for this collection of information is estimated to range from 2 to 28 hours, averaging 4 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0782, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, DC 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0782" as the subject.

#### **PURPOSE OF THE SURVEY**

The purpose of this survey is to collect comprehensive and timely information about the nature and level of capital expenditures in the United States. The level of capital expenditures is an important component in the overall assessment of our Nation's productivity. The information you provide will be used to prepare national measures of capital spending and to formulate fiscal and monetary policy.

# **SECTION I**

### **PART A - GENERAL INSTRUCTIONS**

Survey Scope – This survey collects capital expenditures data for nonfarm companies, organizations, and associations operating within the United States. Information for agricultural production operations should be excluded. However, companies performing agricultural services are included. Information for churches, nonprofit organizations, and organizations that are

organizations, and organizations that are government owned but privately operated should be included.

**Reporting Entity** – Report capital expenditures for all domestic operations of your enterprise, including subsidiaries and divisions. For this report, the terms enterprise and company are used interchangeably. An enterprise is a business, service, or membership organization consisting of one or more establishments under common ownership or control. It includes all establishments of subsidiary

companies, where there is more than 50 percent ownership, as well as establishments of firms which the enterprise has the power to direct or cause the direction of management and policies. Holding companies should report for the entire corporation, including all subsidiaries under their ownership. If you are unable to consolidate records for the entire company or have any reporting questions, please call 1–800–528–3049. This report form will be used by companies having activity in one or more industries; therefore, not all items will apply to all companies. For purposes of this survey, exclude data for Puerto Rico, the Virgin Islands, and U.S. Territories.

**Survey Period** – Report data for the calendar year 2003. If calendar year book figures are not available except at considerable cost, reasonable estimates are acceptable. If you cannot provide reasonable estimates on a calendar basis, fiscal year data will be accepted. Indicate on page 16 of the ACE-1(Long) and ACE-1(M) forms, or page 9 of the ACE-1(S) form the exact dates the data represent if they are not for the calendar year.

If fiscal data are used and your fiscal period ends in January, February, or March, report for the fiscal year ending in 2004. Otherwise, report for the fiscal year ending in 2003.

Estimates Are Acceptable – The data requested on this report form may not correspond to your company's accounting records. If you cannot answer a question from your company records, please provide carefully prepared estimates. If your company did not have any capital expenditures for the 2003 reporting period, enter "0" in the appropriate cell(s).

**Mergers and Acquisitions –** Such events occurring during the period covered by this report require special attention.

- (a) If your enterprise merged with or acquired another domestic enterprise during the period, include the domestic capital expenditures made by the merged or acquired enterprise since the date of acquisition; the cost to your enterprise for structures and equipment previously owned by the acquired enterprise at the time of the merger or acquisition should be reported as expenditures, only if treated as capital expenditures by your enterprise. Please furnish the date of the acquisition or merger and the name of the acquired enterprise in the "Remarks" section.
- (b) If your enterprise was acquired by another enterprise during the period covered by this report, please furnish the acquisition date and the name and address of the acquiring enterprise in the "Ownership Information" section, and complete the form for the period of time the enterprise was in operation prior to the acquisition.

Additional Forms – Photocopies of this form are acceptable. If you require additional forms, call 1–800–528–3049 or write to the U.S. Census Bureau, ACES Processing, 1201 East 10th Street, Jeffersonville, IN 47132-0001. Please include your 11 digit Census ID Number located on the first line of the mailing address.

**Alternate Reporting Formats** – For information concerning the use of reporting formats other than the report form provided, call **1–800–528–3049**.

Filing the Report Form – Return your completed report form in the pre-addressed envelope. If you are not using the pre-addressed envelope, return your report form to the U.S. Census Bureau, 1201 East 10th Street, Jeffersonville, IN 47132-0001 or fax to 1-800-438-8040. Make a copy of the completed report form for your company records.

Filing Extensions – If you cannot complete the survey by the due date shown on page 1 of the report form, you may request an extension of time by writing to the address below (include your 11 digit ID):

U.S. Census Bureau or call: 1201 East 10th Street 1-800-528-3049. Jeffersonville, IN 47132-0001

Legal Authority and Confidentiality of Data – Your response is required by law. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By the same law, YOUR REPORT IS CONFIDENTIAL. It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Direct any QUESTIONS regarding this report form to the U.S. Census Bureau, ATTN: Business Investment Branch, Company Statistics Division, Washington, DC 20233-6400 or call 1-800-528-3049.

## **PART B - DEFINITIONS**

# 1. CAPITAL EXPENDITURES:

Capital expenditures include all expenditures during the year for both new and used structures and equipment chargeable to asset accounts for which depreciation or amortization accounts are ordinarily maintained.

# Include:

- capitalized cost of assets produced or purchased, then leased as the lessor under operating leases;
- capitalized computer software;
- all capital costs such as feasibility studies, architectural, legal, installation, and engineering fees, as well as work done by the company's work force;
- gross additions during the year to construction-in-progress accounts for projects lasting longer than one year (allocate the additions between structures and equipment in Item 2), even if the asset was not in use and not yet depreciated;

- estimated cost or present value of assets acquired under capital leases entered into during the survey year (reported by the lessee). Capital leases presume a sale and purchase of an asset, and are defined by the criteria in the Statement of Financial Accounting Standards Board (FASB) Number 13:
- all capitalized leasehold improvements made to assets leased from others. In Item 2, allocate leasehold improvements between structures and equipment based on what is being improved;
- capitalized interest charges on loans financing capital projects if consistent with the Statement of Financial Accounting Standards Board (FASB) Number 34;
- values of assets expended as permitted under section 179 of the U.S. Internal Revenue code;
- expenditures for structures and equipment (whether acquired on contract or directly by your enterprise), including items purchased abroad, for installation or use within the United States;
- expenditures for major alterations, capitalized repairs, and improvements;
- expenditures for structures or equipment that are, or will be, leased or rented to others;
- expenditures made by your firm for structures which, upon completion, were or are to be sold and leased back to your company;
- expenditures for both developmental and exploratory drilling activities including intangible drilling costs;
- expenditures for land development and improvement, including demolition of buildings, land servicing, and site preparation;
- cost of construction work performed by your own employees (force-account construction work);
- expenditures that are made jointly for both business and personal use, include only that portion allocated to business use.

## Exclude:

- the cost of maintenance, repairs, and supplies charged as current operating expenses;
- capital expenditures for structures and equipment by foreign operations;
- reductions for retirements, write-downs, sales, subsidies, or other dispositions of existing assets;
- the value of structures built and other work performed by your enterprise on contract to others:
- expenditures for goodwill, patents, or copyrights;
- expenditures for geological and geophysical work by oil companies and similarly off-site mining or general exploration which are not capitalized;
- payments to others for structures and equipment acquired under operating leases or rented;

#### Exclude - Continued

- expenditures made by your firm or organization (as lessor) for property which is leased to others as part of capital (full-payout or equity) lease arrangements;
- expenditures made by owners of property rented or leased to your firm under operating leases.

#### 2. STRUCTURES:

Structures include the capitalized cost of buildings and structures, and all necessary expenditures to acquire, construct, and prepare the structure for its intended use.

Major additions and alterations to existing structures and capitalized repairs and improvements to buildings should also be included.

The cost of any machinery and equipment which is an integral or built-in feature of the structure should be reported as part of that structure (e.g., assembly line superstructure in an automotive assembly plant). **Expenditures for land development and improvements,** including demolition of buildings, land servicing, and site preparation should be included.

#### Include:

- mechanical and electrical installations such as plumbing, electrical work, elevators, escalators, power plants, heating and cooling systems, sprinkler systems, environmental controls, intercom systems, and other similar building services;
- site preparation, including the demolition of buildings and outside construction of fixed structures or facilities such as sidewalks, highways and streets, parking lots, landscaping, utility connections, outdoor lighting, railroad tracks, airfields, piers, wharves and docks, telephone and telegraph lines, cellular transmission towers, radio and television towers, water supply lines, sewers, water and signal towers, electric power distribution and transmission lines, petroleum and gas pipelines, and similar facilities which are built into or fixed to the land;
- installation of boilers, overhead hoists and cranes, blast furnaces, brick kilns, fractionating towers, overhead traveling cranes, shipways, and similar types of structures;
- fixed, largely site-fabricated equipment not housed in a building, primarily for petroleum refineries and chemical plants, but also including storage tanks and refrigeration systems;
- installation of construction materials placed inside a building and used to support production machinery; for example, concrete platforms, overhead steel girders, and pipes to carry liquids from storage tanks;
- drilling gas wells, including construction of offshore drilling platforms; digging and shoring mines, including constructing buildings at mine sites, and expenditures for constructing mine shafts and mining exploration;
- land improvements; exploration and development of mineral properties.

#### Exclude:

- land acquisition;
- normal maintenance and repairs to existing structures or service facilities such as painting, roofing repairs, and street and highway patching.

## 3. EQUIPMENT:

Include machinery, furniture and fixtures, computer software, computers, and motor vehicles used in the production and distribution of goods and services or in office functions.

Expenditures for machinery and equipment which are housed in structures and can be removed or replaced without significantly altering the structure are considered equipment, **not** expenditures for structures.

#### Include:

- capitalized office equipment and machines; computers, furniture and fixtures for offices; cafeteria and warehouse equipment;
- capitalized computer software;
- transportation equipment for highway and off-highway use such as automobiles, trucks, and tractors;
- · corporate helicopters and aircraft;
- production machinery;
- computer assisted machines that possess the ability to be programmed for a wide variety of functions including robots, numerically controlled machine tool equipment, and individual computerized machines.

# PART C – INSTRUCTIONS BY ITEM ITEM 1 – DOMESTIC DEPRECIABLE ASSET DATA

Report the acquisition cost of total domestic depreciable assets excluding land and depletable assets. The figure should include structures, equipment, and other depreciable assets. **Report values in thousands of dollars. Enter zeroes where applicable.** 

#### Include:

Value of land development and improvements (such as landscaping, paving, and parking lots) and exploration and development of mineral properties. Expenditures for these items should also be reported as structures in Item 2.

#### Exclude:

Cost of land and depletable assets (such as mineral or timber rights); current assets (such as inventories, cash, and accounts receivable); assets of foreign operations; assets leased to others under capital lease arrangements; and patents, copyrights, trademarks, franchises, and goodwill.

#### PART C - INSTRUCTIONS BY ITEM - Continued

# ITEM 1 – DOMESTIC DEPRECIABLE ASSET DATA – Continued

#### **ROWS:**

# 10. Gross value (acquisition cost) of depreciable assets at beginning of year:

Report the acquisition cost of depreciable assets (excluding land) at the beginning of the year.

## 11. Total capital expenditures:

Report capital expenditures for **depreciable assets** (excluding land) during the year. (See Part B – DEFINITIONS on page 2 of this booklet.)

### 12. Other additions and acquisitions:

Report other depreciable assets acquired through additions, acquisitions, and mergers during the year at fair market value, **if these are not considered capital expenditures.** Please explain such additions in the "Remarks" section on page 16 of the ACE-1(Long) and ACE-1(M) forms, or page 9 of the ACE-1(S) form.

# 13. Gross value of retirements and dispositions:

Report the acquisition cost of depreciable assets (excluding land) sold, retired, scrapped, or destroyed during the year. Include assets considered sold under capital lease arrangements which, prior to the lease, were subject to depreciation by the lessor.

# 14. Gross value (acquisition cost) of depreciable assets at end of year:

Report the acquisition cost of depreciable assets (excluding land) at the end of the year. The entry in Row 14 should equal beginning of year assets (Row 10) + capital expenditures (Row 11) + other additions (Row 12) – retirements (Row 13). Please explain any discrepancies or imbalances in the "Remarks" section.

# 15. Accumulated depreciation and amortization at end of year:

Report year-end accumulated depreciation and amortization charges for depreciable assets excluding land. Include charges against depreciable assets acquired during the year.

# 16. Gross domestic sales, operating receipts, and revenue:

Report sales, operating receipts, and revenue at the end of the year for goods produced, distributed, or services provided. Include revenue from investments, rents, and royalties only if it is the principal business activity of the company. For example: finance, insurance, and real estate companies. (Report in thousands of dollars)

**Include** all operating receipts from taxable operations, as well as total revenue from tax-exempt activities (contributions, gifts, grants, etc.). Report revenues from customers outside the company including sales of products and services to other companies, individuals, U.S. Government agencies, and foreign customers. Include tranfers to foreign subsidiaries.

**Exclude** domestic intra-enterprise transfers, sales by foreign subsidiaries, freight charges and excise taxes.

# 17–19. Industries with the highest domestic sales, operating receipts, and revenue: (Not applicable to form ACE-1(S))

Enter the industry category code(s) in which your company operated. If the company is involved in more than three industry activities, report those industries with the highest sales. See the "Industry Category Codes List" (page 7) for the appropriate 4-digit industry code(s). Central Administrative Office Activity Code 9900 should not be used in this item. (Report in thousands of dollars)

# ITEM 2 – DOMESTIC CAPITAL EXPENDITURES DATA

#### **COLUMNS:**

#### 1. Structures:

Report the value of capital expenditures for structures in Column (1). The values in Column (1) should be **included in Column (4).** 

# 2. Equipment:

Report the value of capital expenditures for equipment in Column (2). The values in Column (2) should be **included in Column (4).** 

#### 3. Other:

Report the value of depreciable and amortizable assets that you are unable to categorize as structures or equipment in Column (3). The values in Column (3) should be **included in Column (4).** 

Include expenditures for construction-in-progress, leasehold improvements, and capitalized interest that you are unable to categorize as structures and equipment. Report land improvements as structures. Report furniture and fixtures, capitalized computer software, computers, and automobiles as equipment. This column **excludes** the cost of land and depletable assets.

#### 4. Total:

Report the value of total capital expenditures for depreciable assets (excluding land) in Column (4). The figure in Column (4) should include structures, equipment, and other depreciable assets. The value in Item 2, Row 22, Column (4) should be the same as Item 1A, Row 11. Report values in thousands of dollars. Enter zeroes where applicable.

### **ROWS:**

# 20. New capital expenditures:

Report capital expenditures for new buildings and other structures, structures that have been previously owned but not used or occupied, new machinery and equipment, and other new depreciable assets. Remodeling, renovation, or modernization of existing facility should be reported as new structures.

# 21. Used capital expenditures:

Report capital expenditures for buildings and other structures which have been previously owned and occupied, machinery and secondhand equipment, and other used depreciable assets.

# 22. Total capital expenditures:

Report capital expenditures for **depreciable assets** during the year by column category.

#### **ITEM 3 - OTHER CAPITAL EXPENDITURES**

Describe depreciable assets included as "Other" capital expenditures in Item 2, Row 22, Column (3). "Other" capital expenditures refer to depreciable and amortizable assets that you were unable to categorize as structures or equipment.

**Do not** report land, depletable assets, patents, copyrights, trademarks, franchises, or goodwill as "Other" capital expenditures. Report furniture and fixtures, capitalized computer software, computers, and motor vehicles as equipment. Report additions to construction-in-progress, capitalized interest, and leasehold improvements as structures or equipment where applicable.

## **ITEM 4 - CAPITAL LEASE ARRANGEMENTS**

If your company leased new structures and/or equipment and the lease is capitalized by your company, report the cost or present value of the structures and equipment acquired in the survey year. Capital leases presume a sale and purchase of an asset, and are defined by the criteria in the Statement of Financial Accounting Standards Board (FASB) Number 13. This amount should be reported as capital expenditures in Item 1A, Row 11 and Item 2, Row 20.

**Exclude** periodic payments under capital and operating leases. Also exclude the cost of capitalized improvements your enterprise made to assets leased from others (**leasehold improvements**) in this item. Leasehold improvements should be **reported** as capital expenditures in Item 1A, Row 11 and Item 2, Rows 20 and 22.

# **ITEM 5 - CAPITALIZED COMPUTER SOFTWARE**

Report capital expenditures for computer software developed or obtained for internal use during the year. Capitalized computer software expenditures should consist of costs of materials and services directly related to the development or acquisition of software; payroll and payroll-related costs for employees directly associated with software development; and interest costs incurred while developing the software.

Capitalized computer software is defined by the criteria in Statement of Position 98-1, Accounting for the Costs of Computer Software Developed or Obtained for Internal Use. This amount should be reported as capital expenditures in Item 1A, Row 11 and Item 2, Column(2).

# **COLUMNS:**

## 1. Prepackaged software:

Report the value of capital expenditures for prepackaged computer software in Column (1). Prepackaged software is purchased off-the-shelf through retailers or other mass-market outlets for internal use by the company. Include the cost of licensing fees and service/maintenance agreements.

#### 2. Vendor-customized software:

Report the value of capital expenditures for vendor-customized software in Column (2). Vendor-customized software is EXTERNALLY developed by vendors and customized for your company's use.

# 3. Internally-developed software:

Report the value of capital expenditures for internally-developed software in Column (3). Internally-developed software is developed by your company's employees, for internal use. Include loaded payroll – (salaries, wages, benefits, and bonuses related to all software development activities).

# ITEM 6 - CAPITAL EXPENDITURES BY INDUSTRY (Not applicable to form ACE-1(S))

Complete Item 6 for each industry in which the company had operations and made capital expenditures in 2003. Review the list of company activities printed to the left of the company name and address on page 1 of the report form. These are the industries we expected your company to operate in during 2003. If we expected your operations to include more industry activities than are printed on page 1, we listed additional activities on a continuation sheet for Item 6. If necessary, add, correct, or delete industry codes on page 1 (and the continuation sheet if applicable) to reflect your company's operations in 2003. Refer to the list of INDUSTRY CATEGORY CODES (beginning on page 7 of this booklet) to update the list.

All companies should complete Item 6. Using the corrected list of company activities on page 1, report the data requested for each industry in which the company made capital expenditures in 2003. Complete a separate row for each industry.

In the "Industry Category Code" column, enter the industry code(s) in which your company made capital expenditures in 2003. List industries which account for the company's total capital expenditures reported in Item 2, Row 22, Column (4).

Allocate expenditures for assets which serve more than one industry such as: central, regional, or divisional administrative functions, payroll and personnel, and research and development. If capital expenditures for these assets cannot be allocated to specific industry categories, report the amount of these capital expenditures as industry code 9900.

# Complete the columns as follows:

In Column (0) enter total capital expenditures (excluding land) for each industry category code listed. Of the capital expenditures reported in Column (0), report the amount of new structures in Column (2); used structures in Column (3); new equipment in Column (5); used equipment in Column (6); other new depreciable assets in Column (8); and other used depreciable assets in Column (9). Include the value of assets acquired through capital lease arrangements in Columns (0) through (9).

# ITEM 7 – CAPITAL EXPENDITURES BY TYPE OF STRUCTURE

Complete a separate Item 7 for each industry category listed in Item 6 with expenditures reported for structures. If you received the ACE-1(S) (which excludes Item 6) complete Item 7 for the expenditures reported in Item 2, Column 1.

If you had expenditures for structures in more than 7 industries, photocopy Item 7 for additional space. If you need additional lines to report types of structures for an industry, continue to the next Item 7 entering the same industry code.

## Complete the columns as follows:

In the "Structure Code" column, enter the code(s) from the list of "Structure Codes" (page 11 of the instructions) to select the primary function of the structures built or acquired for the industry.

In Column (1), enter the expenditures for new structures built by your own employees. "Construction of New Facility" refers to new buildings and other structures not previously owned.

In Column (2), enter the expenditures for new buildings and other structures that were built on a contract basis. "Construction of New Facility" refers to new buildings and other structures not previously owned.

In Column (3), enter the expenditures for the acquisition of any new structures. "Acquisition of Existing Facility – New" refers to buildings and other structures which have been previously owned but have not been used or occupied.

In Column (4), enter the expenditures for the acquisition of any used structures. "Acquisition of Existing Facility – Used" refers to buildings and other structures which have been previously owned and occupied.

In Column (5), enter the expenditures for remodeling, renovation, and modernization of an existing structure performed by your own employees. Include additions to existing buildings, (such as a new wing) in Column (1).

In Column (6), enter the expenditures for remodeling, renovation, and modernization of an existing structure performed on a contract basis. Include additions to existing buildings performed on a contract basis, (such as a new wing) in Column (2).

In Column (7), enter the expenditures not covered in Columns (1)–(6).

In Column (0), enter the total capital expenditures for each "Structure Code" listed in the "Structure Code" column. Combine expenditures for structures having the same structure code within each industry category code. The total of Column (0) should be included in Item 2, Row 22, Column 1.

# ITEM 8 – CAPITAL EXPENDITURES BY TYPE OF EQUIPMENT

Complete a separate Item 8 for each industry category listed in Item 6 with expenditures reported for equipment. If you received the ACE-1(S) (which excludes Item 6) complete Item 8 for the expenditures reported in Item 2, Column 2. Photocopies may be used if additional pages are needed.

# Complete the columns as follows:

In the "Equipment Code" column, enter the code(s) from the list of "Equipment Codes" (page 14 of the instructions) for each type of equipment acquired during the reporting period.

In Column (1), enter expenditures for new equipment. Include expenditures for equipment manufactured in-house (produced in the company for use by the company) and expenditures for enhancements to existing equipment.

In Column (2), enter expenditures for used equipment.

In Column (3), enter expenditures for other equipment not covered in Columns (1)–(2).

In Column (0), enter the total capital expenditures for each "Equipment Code" listed in the "Equipment Code" column. Combine expenditures for equipment having the same equipment code within each industry category code. The total of Column (0) should be included in Item 2, Row 22, Column 2.

# **SECTION II - ACES INDUSTRY CATEGORY CODES LIST**

# INSTRUCTIONS

Use the following industry codes to complete Item 6 as requested on the report form. The North American Industrial Classification System (NAICS) codes are listed for reference only.

INDUSTRY CODE	DESCRIPTION	NAICS CODE(S)	INDUSTRY CODE	DESCRIPTION	NAICS CODE(S)
	Agriculture, Forestry, Fishing and Hunting			Manufacturing - Continued	
1110	Crop and Animal Production	111, 112	3160	Leather and Allied Product Manufacturing	316
	·		3210	Wood Product Manufacturing	321
1130	Forestry, Logging, Fishing, Hunting, Trapping, and Agricultural Support Activities	113, 114, 115	3220	Paper Manufacturing	322
	Mining		3230	Printing and Related Support Activities	323
2110	Oil and Gas Extraction	2111	3240	Petroleum and Coal Products Manufacturing	324
2121	Coal Mining	2121	3251	Basic Chemical, Resin, Synthetic Rubber, and Fiber Manufacturing	3251, 3252
2122	Metal Ore Mining	2122	2252		2252
2123	Nonmetallic Mineral Mining and Quarrying	2123	3253	Pesticide, Fertilizer, and Other Agricultural Chemical Manufacturing	3253
2130	Support Activities for Oil and Gas Operations	213111, 213112	3254	Pharmaceutical and Medicine Manufacturing	3254
2131	Support Activities for Solid Mineral Operations	213113, 213114, 213115	3259	Paint, Adhesive, Soap, and Other Chemical Manufacturing	3255, 3256, 3259
	Utilities		3260	Plastics and Rubber Products Manufacturing	326
2211	Electric Power Generation, Transmission and Distribution	2211	3271	Clay and Glass Products Manufacturing	3271, 3272
2212	Natural Gas Distribution	2212	3279	Cement, Concrete, Lime, Gypsum, and	3273,
2213	Water, Sewage, and Other Systems	2213		Other Nonmetallic Mineral Product Manufacturing	3274, 3279
	Construction		3311	Iron and Steel Mills, Ferroalloy Manufacturing, and Steel Product	3311, 3312
2330	Building, Developing, and General Contracting	233		Manufacturing from Purchased Steel	
2340	Heavy Construction	234	3313	Nonferrous Metals Production and Processing	3313, 3314
2350	Special Trade Contractors	235	3315	Ferrous and Nonferrous Foundries	3315
	Manufacturing		3320	Fabricated Metal Product Manufacturing	332
3110	Food Manufacturing	311	3331	Agriculture, Construction, and Mining Machinery Manufacturing	3331
3121	Beverage Manufacturing	3121	3332	Industrial, Metalworking, and General Purpose Machinery Manufacturing	3332, 3335,
3122	Tobacco Manufacturing	3122		Taipose Machinery Manufacturing	3339
3130	Textile Mills and Textile Product Mills	313, 314	3333	Commercial, Service Industry, Temperature Control, and Air- Flow	3333, 3334,
3150	Apparel Manufacturing	315		Control Machinery Manufacturing	

	SECTION II - ACES INDUSTRY CATEGORY CODES LIST - Continued				
INDUSTRY CODE	DESCRIPTION	NAICS CODE(S)	INDUSTRY CODE	DESCRIPTION	NAICS CODE(S)
	Manufacturing – Continued			Transportation and Warehousing	
3336	Engine, Turbine, and Power Transmission Equipment Manufacturing	3336	4810	Air Transportation	481
3341	Computer and Peripheral Equipment Manufacturing	3341	4820	Rail Transportation	482
3342	Communications, Audio, and Video Equipment Manufacturing	3342, 3343	4830 4840	Water Transportation  Truck Transportation	483 484
3344	Semiconductor and Other Electronic Component Manufacturing	3344	4850	Transit and Ground Passenger	485
3345	Navigational, Measuring, Electromedical, and Control Instruments Manufacturing	3345	4861	Transportation  Pipeline Transportation of Crude Oil,	4861,
3346	Manufacturing and Reproducing Magnetic and Optical Media	3346		Refined Petroleum, and Miscellaneous Products, except Natural Gas	4869
3350	Electrical Equipment, Appliance and Component Manufacturing	335	4862 4870	Pipeline Transportation of Natural Gas  Scenic and Sightseeing Transportation	4862 487
3361	Motor Vehicle, Body, Trailer, and Parts Manufacturing	3361, 3362, 3363	4880	Support Activities for Transportation	488
3364	Aerospace Product and Parts Manufacturing	3364	4920	Couriers and Messengers	492
3369	Other Transportation Equipment Manufacturing	3365, 3366, 3369	4930	Warehousing and Storage  Information	493
3370	Furniture and Related Product Manufacturing	337	5111	Newspaper, Periodical, Book, and Database Publishers	5111
3391	Medical Equipment and Supplies Manufacturing	3391	5112	Software Publishers	5112
3399	Other Miscellaneous Manufacturing	3399	5120	Motion Picture and Sound Recording Industries	512
	Wholesale Trade		5131	Radio and Television Broadcasting	5131
4210	Wholesale Trade, Durable Goods	421	5132	Cable Networks and Program Distribution	5132
4220	Wholesale Trade, Nondurable Goods	422	9132	-	9132
	Retail Trade		5133	Wired Telecommunications Carriers	51331
4410	Motor Vehicle and Parts Dealers	441	5134	Wireless Telecommunications Carriers (except Satellite)	51332
4430	Electronics and Appliance Stores	443	5135	Telecommunications Resellers, Satellite,	51333,
4450	Food and Beverage Stores	445		and Other Telecommunications	51334, 51339
4480	Clothing and Clothing Accessories Stores	448	5141	Information Services	5141
4520	General Merchandise Stores	452	5142	Data Processing Services	5142
4540	Nonstore Retailers	454		Finance and Insurance	
4599	Other Retail Trade Stores, including Gasoline Stations	442, 444, 446, 447, 451, 453	5210	Monetary Authorities-Central Bank	521
		,	5221	Depository Credit Intermediation	5221
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	SECTION II - ACES INDUS	TRY CA	TEGOR	Y CODES LIST – Continued	
INDUSTRY CODE	DESCRIPTION	NAICS CODE(S)	INDUSTRY CODE	DESCRIPTION	NAICS CODE(S)
	Finance and Insurance - Continued			Administrative and Support and Waste Management	
5222	Nondepository Credit Intermediation	5222	5614	Business Support Services	5614
5223	Activities Related to Credit Intermediation	5223			
5230	Securities, Commodity Contracts, and Other Financial Investments and Related Activities	523	5615	Travel Arrangement and Reservation Services	5615
5241	Insurance Carriers	5241	5616	Investigation, Security, and Services to Buildings and Dwellings	5616, 5617
5242	Agencies, Brokerages, and Other Insurance Related Activities	5242	5619	Office Administrative, Facilities, Employment, and Other Support Services	5611, 5612, 5613.
5251	Funds, Trusts, and Other Financial Vehicles (including REITS)	525			5619
	Real Estate and Rental and Leasing		5621	Waste Collection, Treatment, and Disposal	5621, 5622
5310	Real Estate	531	5629	Remediation and Other Waste	5629
5321	Automotive Equipment Rental and Leasing	5321		Management Services  Educational Services	
5322	Consumer Goods and General Rental Centers	5322, 5323	6110	Educational Services	611
5324	Commercial and Industrial Machinery and Equipment Rental and Leasing	5324		Health Care and Social Assistance	
5330	Lessors of Nonfinancial Intangible Assets	533	6211	Offices of Physicians	6211
	Professional, Scientific, and Technical Services		6212	Offices of Dentists and Other Health Practitioners	6212, 6213
5411	Legal Services	5411	6215	Medical and Diagnostic Laboratories	6215
5412	Accounting, Tax Preparation, Bookkeeping, and Payroll Services	5412	6216	Home Health Care Services	6216
5413	Architectural, Engineering, and Related Services	5413	6219	Outpatient Care Centers and Other Ambulatory Health Care Services	6214, 6219
5414	Specialized Design Services	5414			
5415	Computer Systems Design and Related Services	5415	6221	General Medical and Surgical Hospitals	6221
5416	Management, Scientific, and Technical Consulting Services	5416	6222	Psychiatric, Substance Abuse, and Specialty Hospitals	6222, 6223
5417	Scientific Research and Development Services	5417	6230	Nursing and Residential Care Facilities	623
5418	Advertising and Related Services	5418	6240	Social Assistance (except Child Day Care Services)	624 (except 6244)
5419	Other Professional, Scientific, and Technical Services	5419	6244	Child Day Care Services	6244
	Management of Companies and Enterprises			Arts, Entertainment, and Recreation	
5510	Management of Companies and Enterprises	551	7110	Performing Arts, Spectator Sports, and Related Industries	711
	· 		7120	Museums, Historical Sites, and Similar Institutions	712

	SECTION II – ACES INDUS	TRY CA	TEGOR	Y CODES LIST – Continued	
INDUSTRY CODE	DESCRIPTION	NAICS CODE(S)	INDUSTRY CODE	DESCRIPTION	NAICS CODE(S)
	Arts, Entertainment, and Recreation – Continued				
7130	Amusement, Gambling, and Recreation Industries	713			
	Accommodation and Food Services				
7210	Traveler Accommodation Services	721			
7220	Food Services and Drinking Places	722			
	Other Services (except Public Administration)				
8111	Automotive Repair and Maintenance	8111			
8119	Other Repair and Maintenance	8112, 8113, 8114			
8120	Personal Care, Death Care, Laundry, and Other Personal Services	812			
8131	Religious, Grantmaking, Social Advocacy, Civic, and Social Organizations	8131, 8132, 8133, 8134			
8139	Business, Professional, Labor, Political, and Similar Organizations	8139			
	Central Administrative Office Activity				
9900	Central Administrative Office Activity Unallocated to Other Industry Categories	N/A			

## **SECTION III - ACES STRUCTURE CODES LIST INSTRUCTIONS**

- Use the list on the next page to determine the numeric code for the primary function of the structures in which you have invested, for reporting Item 7, "Capital Expenditures by Type of Structure."
- Examples listed on the next page indicate the types of structure that are included in the categories listed below; the examples are not intended to be an exhaustive list.
- For all categories, include new construction, major additions, alterations, reconstruction, and capitalized repairs to existing structures.
- Please aggregate expenditures for structures with the same codes. For example, if you spent \$2 million on fast food establishments and \$5 million on cafeterias, list code 152 and enter \$7 million in the amount column. It is not necessary to list code 152 twice with the two separate amounts.
- If a total for a structure code includes more than one activity as defined by the column headings, please separate expenditures into all appropriate columns.
- The cost of any machinery and equipment which is an integral or built-in feature
  of the structure should be included in the cost reported for that structure.
   For example, when constructing cellular transmission towers integral
  equipment should be included in the cost of the structure. Equipment
  replacements (such as transmitters located on towers) should be reported as
  equipment.

# **MAJOR STRUCTURE CATEGORY TITLES**

RESIDENTIAL BUILDINGS
HOTEL AND MOTELS
INDUSTRIAL BUILDINGS
OFFICES
COMMERCIAL BUILDINGS
HEALTH CARE
AMUSEMENT AND RECREATIONAL FACILITIES
TRANSPORTATION FACILITIES
UTILITY STRUCTURES AND FACILITIES
OTHER BUILDINGS
MINE SHAFTS AND WELLS
OTHER NONBUILDING STRUCTURES

2003 ACES STRUCTURE CODES LIST			
STRUCTURE CODE	DESCRIPTION	STRUCTURE CODE	DESCRIPTION
	RESIDENTIAL BUILDINGS	153	Multi-Retail Stores
111	Residential Structures  Apartment buildings, condominiums, single family houses, and townhouses		Department stores, shopping malls/plazas/ centers, town centers, and retail warehouses
112	Manufactured (Mobile) Homes	154	Warehouses and Distribution Centers (except Passenger)
	HOTELS AND MOTELS		Commercial and storage warehouses,
121	Hotels, Motels, and Inns		distribution buildings, greenhouses, grain elevators, silos, and mini-storage buildings
	Hotels, Hotel/Casinos, Motels, Resorts, and park lodgings	155	Other Commercial Stores/Buildings, Not Elsewhere Classified
131	INDUSTRIAL BUILDINGS  Manufacturing, Processing, and Assembly Plants  Manufacturing, processing, and assembly plants Industrial buildings, factories, production, and laboratory facilities		Drug, pharmacy, electric, computer, clothing, jewelry, furniture, and office supply stores Beauty salons, florists and nursery-plant shops, dry cleaners, Laundromats, pawnshops, photo studios, repair shops, hardware and lumber stores, crematories and funeral homes, animal shelters, and veterinary clinics
132	Industrial Nonbuilding Structures  Chemical complexes/facilities, petroleum refineries, and cement plants Industrial incinerators, ovens, and kilns	161	HEALTH CARE Hospitals General, mental, and infirmary hospitals
	OFFICES	162	Special Care Facilities
141	Office, Bank, and Professional Buildings  Administration, offices, and professional buildings  Banks, credit unions, building/saving and loan offices, and other financial institutions  Computer centers  Motion picture, TV, and radio multi-media offices		Convalescent/nursing homes, rest homes with medical facilities, adult daycare centers, hospices, battered spouse and child facilities, homeless shelters, drug clinics, rehabilitation centers, institutional buildings, and sanatoriums  AMUSEMENT AND RECREATIONAL
142	Medical Offices		FACILITIES
	Medical, doctor, and dentist offices Clinics, health centers, and medical laboratories	171	Amusement and Recreational Facilities  Amusement facilities/rides, theme parks, arcades, arenas, amphitheaters, pavilions, parks, concert and dance halls, opera houses, fraternal and banquet halls
151	COMMERCIAL BUILDINGS  Automotive Facilities		community/trade/convention centers, theaters, motion picture/TV/cable studios,
	Auto, truck, and motorcycle dealerships Auto and truck parts/service/repair/rental facilities Filling stations, car washes, and parking garages		and casinos  Noneducational gyms, athletic field houses, coliseums, stadiums, swimming pools, and auditoriums  Fitness centers, health clubs, racquetball, tennis, and other outdoor courts/fields
152	Stores – Food Related  Bakeries, coffee shops, delicatessens Restaurants, bars/nightclubs, cafes, cocktail lounges, diners, cafes, cafeterias, and fast food stores Convenience stores, grocery stores, supermarkets, food markets, and liquor/beer stores		Golf courses, country clubs, driving ranges, race-tracks, bowling alleys, billiard halls, and rifle ranges

	2003 ACES STRUCTURE	CODES L	CODES LIST - Continued	
STRUCTURE CODE	DESCRIPTION	STRUCTURE CODE	DESCRIPTION	
	TRANSPORTATION FACILITIES	202	Special School and Other Educational Facilities	
181	Air, Land, and Water Transportation Facilities  Passenger and freight terminals Runways, hangers, maintenance and storage facilities, and traffic towers Bus, railroad, taxi, and truck maintenance, service, storage, and garage facilities Railroad, light rail, monorail, subway and streetcar facilities, tracks, and tunnels Docks, piers, wharfs, marinas, and dry docks  UTILITY STRUCTURES AND FACILITIES	203	Business, correspondence, modeling, nursing, and trade schools Schools for the handicapped, nonschool libraries, aquariums, zoos, museums, planetariums, observatories, noncommercial art galleries, and cultural centers  Religious Buildings Churches, chapels, mosques, synagogues, tabernacles, and temples Sanctuaries, abbeys, monasteries, rectories, fellowship halls, Sunday schools, seminaries, and missions.	
191	Telecommunication Structures and Facilities	204		
192	Telephone, television, and radio telecommunication facilities including towers and cabling  Electric, Nuclear, and Other Power Facilities	204	Public Safety Buildings  Detention centers, jails, and prisons Fire and police stations, rescue squads, and dispatch/emergency centers.	
	Nuclear/coal/wood/hydroelectric power plants Electrical substations and switch houses		MINE SHAFTS AND WELLS	
	Electrical power transmission lines and towers Solar and wind energy facilities	211	Mine Shafts	
193	Oil and Gas Pipeline and Related Facilities	212	Petroleum and Natural Gas Wells	
193	Oil refineries Natural gas processing plants		Permanent platforms and wells, including offshore	
	Oil and gas pipelines and pumping stations, including tank farms Oil and gas distribution lines	213	Other Mining and Well Construction  Capitalized exploration and development	
194	Water Supply, Sewage, and Waste Disposal Facilities		OTHER NON-BUILDING STRUCTURES	
	Filtration, treatment, supply, and softening	221	Conservation and Control Structures	
	plants Water wells, culvert-water supplies, water transmission mains/lines/pipelines, tunnels, gate-houses, lift/pump stations, potable water reservoirs, storage water tanks, and water towers Sewage pipelines and lift/pump stations, treatment and disposal plants, sanitary sewers, storm drains, waste water disposal		Nonpotable water reservoirs, and water irrigation collection/dredging/ drainage/tunnel systems  Dams (nonpower), dikes, jetties, levees, locks, bulkheads, retaining walls, nonirrigation dredging, mine reclamation, and wetlands	
	plants, and nonpotable water collection	222	Highway and Street Structures	
201	systems Resource recovery/recycle facilities, dry/solid waste disposal facilities  OTHER BUILDINGS Preschool, Primary/Secondary, and Higher Education Facilities		Highways, roads, and streets Culverts, gutters, bridges, tunnels, vehicular and pedestrian overhead crossings, sidewalks, street lighting, traffic lights and signals, highway maintenance structures, rest facilities/landscaping, and toll/weigh station facilities	
	Childcare, daycare, nursery, and preschool buildings Primary and secondary schools/academies Higher education schools, instructional and administration buildings, dormitories, laboratories, libraries, sport/recreational facilities, and student unions	223	Other Non-building Structures, Not Elsewhere Classified  Billboards and road signs Cemeteries Fences Parking areas and driveways	

## SECTION III - ACES EQUIPMENT CODES LIST INSTRUCTIONS

- Use the list on the next page to determine the numeric code for the primary function of the equipment in which you have invested, for reporting Item 8, "Capital Expenditures by Type of Equipment."
- Examples listed on the next page indicate the types of equipment that are included in the categories listed below; the examples are not intended to be an exhaustive list.
- Please aggregate expenditures for equipment with the same codes. For example, if you spent \$50,000 on computers and \$20,000 on peripheral equipment for computers, list code 311 and enter \$70,000 in the amount column. It is not necessary to list code 311 twice with the two separate amounts.
- If a total for an equipment code includes more than one activity as defined by the column headings, please separate expenditures into all appropriate columns.
- Please include as capital expenditures, the value of assets expended as permitted under section 179 of the U.S. Internal Revenue code.
- The cost of any machinery and equipment which is an integral or built-in feature of a structure should be included as part of that that structure, not as equipment.
- Computer assisted machinery and systems that possess the ability to be programmed for a variety of functions should be reported according to the primary function of the system.

#### **MAJOR EQUIPMENT CATEGORY TITLES**

INFORMATION-PROCESSING EQUIPMENT
INDUSTRIAL EQUIPMENT
TRANSPORTATION EQUIPMENT
ENERGY, ELECTRICAL, AND RELATED EQUIPMENT
MISCELLANEOUS EQUIPMENT
OTHER EQUIPMENT NOT LISTED ELSEWHERE

2003 ACES EQUIPMENT CODES LIST			
EQUIPMENT CODE	DESCRIPTION	EQUIPMENT CODE	DESCRIPTION
	INFORMATION PROCESSING EQUIPMENT		INDUSTRIAL EQUIPMENT
311	Computer and Peripheral Equipment  Mainframes Personal computers Workstations and terminals Laptops and computer servers Printers, plotters, and monitors Storage devices Automatic Teller machines (ATMs) Point-of-sale terminals PDA (Personal Data Assistance) equipment Scanners	317 318	Medical Equipment and Supplies  Hospital beds Operating room tables Laboratory balances and scales Surgical and medical instruments Surgical appliances and supplies Dental equipment and supplies Orthodontic goods and appliances  Capitalized Software Prepackaged Vendor customized
312	Office Equipment Except Computers and Peripherals	221	Internally developed
	Photographic and photocopying equipment Mail-handling machinery Calculators, typewriters and dedicated word processing equipment	321	Fabricated Metal Products  Nonpowered hand and edge tools Cutlery and kitchen utensils Metal drums, bins, and vats Metal tanks (heavy gauge)
313	Information and Communication Technology Equipment, Excluding Computers and Peripherals  Central office switching equipment Telephones (Wired and wireless) and telephone apparatus Facsimile equipment Bridges, routers, and gateways Transmitting and receiving antennas Communications satellites Cable television equipment Global Positioning Systems (GPS) equipment Radio and television studio and broadcasting equipment Fire detection and alarm systems Intercom systems	322	Power boilers and heat exchangers Shipping containers, including truck, rail, and ship Spring and wire products Sheet metal Metal valves, pipes, and nozzles Metal pallets, safes, and vaults Firearms  Metalworking Machinery Metal cutting, grinding, drilling, and forming machinery and machine tools Special dies, tools, jigs, and fixtures Industrial molds Rolling mill and other metalworking machinery
314	Audio and Video Equipment  MP3 equipment  Video cassette recorders  Stereo equipment and speaker systems  DVD recorders	323	Special Industrial Machinery Circular and band sawing equipment Planing and sanding machinery Plastics compression equipment
315	Navigational, Measuring, and Control Instruments  Aircraft instruments Flight recorders Radar and sonar systems and equipment Appliance regulators and controls (except switches) Water and gas consumption meters Parking and taxi meters Circuit and continuity testers Laboratory analytical instruments Automotive emissions testing equipment Physical properties testing and inspection equipment		Extrusion and injection molding equipment Tire building and recapping equipment Pulp making machinery Paper and paperboard making machinery Knitting machinery Spinning machinery Weaving machinery Printing presses Typesetting machinery Homogenizers, pasteurizers, and ice cream freezers Dough mixers, bake ovens, pastry rolling machines Wafer processing equipment (semiconductors) Semiconductor assembly and packaging
316	Electromedical and Electrotheraputic Apparatus  Magnetic resonance imaging equipment Electrocardiographs Medical ultrasound equipment Electromedical endoscopic equipment Defibrillators		Chemical processing machinery and equipment Cigarette making machinery Circuit board machinery Glass making machinery Petroleum refining machinery

2003 ACES EQUIPMENT CODES LIST				
EQUIPMENT CODE	DESCRIPTION	EQUIPMENT CODE	DESCRIPTION	
324	Ventilation, Heating, Air-Conditioning, Commercial Refrigeration, and Other		ENERGY, ELECTRICAL, AND RELATED EQUIPMENT	
	General Purpose Machinery	341	Engine, Turbine, and Power Transmission Equipment	
	Air-conditioning and warm air heating combination units		Turbines	
	Commercial and industrial refrigeration and		Power transmission equipment	
	freezer equipment Heating boilers		Internal combustion engines (excluding	
	Refrigerated counter and display cases		automotive and aircraft) Turbine generator set units	
	Snow making machinery		Gears, speed changers, and industrial	
	Pumps and compressors Measuring and dispensing pumps, including		high-speed drives	
	service station pumps	342	Electrical Transmission and Distribution	
	Air and gas compressors		Equipment	
	Industrial and commercial-type fans Industrial-type furnaces and gas fireplaces		Power, distribution, and specialty transformers	
	Elevators and moving stairways		Electric motors, generators, and motor	
	Conveyors and conveying equipment		generator sets	
	Overhead traveling cranes, hoists, and monorail systems		Switchgear and switchboard apparatus Relays, motor starters, and controllers	
	Industrial trucks, tractors, and stackers			
	Packaging machinery	343	Electrical Equipment, NEC	
	Welding and soldering equipment Power-driven hand tools		Commercial, industrial, and institutional electric lighting fixtures	
	Scales and balances (nonlaboratory)		Household-type appliances	
	•		Fiber-optic cable and current-carrying wiring devices	
	TRANSPORTATION EQUIPMENT		Storage batteries	
331	Cars and Light Trucks		Capacitors	
	Automobile and light duty trucks and		Resistors Microprocessors	
	utility vehicles Light duty vans, minivans, and motor homes		Printed circuit boards	
	Pick-up trucks and sport utility vehicles		Computer modems	
332	Heavy Duty Trucks	344	Mining and Oil and Gas Field Machinery	
	Heavy duty trucks, buses, and motor homes		and Equipment  Coal breakers and crushers	
000	A B d d. B d.		Mining cars	
333	Aerospace Products and Parts		Core and rock drills	
	Complete aircraft, missiles, space vehicles, and auxillary equipment		Underground mining machinery and equipment	
	Aerospace engines and propulsion units		Oil and gas field machinery and equipment	
	Crop dusting apparatus		Derricks	
334	Other Transportation Equipment		Water well drilling machinery	
	Truck, automobile, and utility trailers Conversion vans	345	Floating Oil and Gas Drilling and Production Platforms	
	Travel trailers, campers, and pickup coaches	346	Nuclear Fuel	
	Caps (covers) for mounting on pickup trucks		Uranium and services for conversion,	
	Motor vehicle gasoline engines and parts		enrichment, and fabrication	
	Ambulances, motorcycles, bicycles, armored vehicles, all-terrain vehicles,			
	golf carts, and snowmobiles			
	Locomotives, locomotive frames and parts			
	Railroad, street, and rapid transit cars			
	Rail layers, ballast distributors, and rail tamping equipment, and railway track maintenance equipment			
	Ships, barges, and boats, excluding oil and gas platforms			

2003 ACES EQUIPMENT CODES LIST				
EQUIPMENT CODE	DESCRIPTION	EQUIPMENT CODE	DESCRIPTION	
351	MISCELLANEOUS EQUIPMENT Furniture and Related Products	361	OTHER EQUIPMENT NOT LISTED ELSEWHERE Artwork, Books, and Other Equipment, NEC	
	Household-type furniture and cabinets Institutional-type furniture such as furniture for schools, theaters, and churches Office furniture Office and store fixtures Mattresses, blinds, and shades	361	Uniforms  Uniforms	
352	Agricultural Equipment  Farm-type plows and tractors  Planting and harvesting equipment  Powered lawnmowers  Lawn and garden tractors  Tillers, shredders, and blowers			
353	Construction Machinery  Bulldozers, cranes, and backhoes  Construction-type tractors  Surface mining machinery  Logging equipment  Off-highway trucks			
354	Vending machines Coin operated machines Commercial and industrial laundry and drycleaning equipment and pressing machines Commercial vacuum cleaners and carpet sweepers Optical instruments Binoculars, telescopes, and prisms Coating, polishing, and mounting lenses Commercial-type cooking equipment Electronic training machines, including flight simulators Carnival and amusement park rides Carwashing machinery Power washer cleaning equipment Water treatment equipment			
355	Other Miscellaneous Equipment  Sporting and athletic goods Toys and games (including electronic) Musical instruments Jewelry and silverware Signs			